EMPLOYMENT APPLICATION CHECKLIST



	Have you carefully read the vacancy announcement, paying particular attention to qualification/eligibility requirements?
	Do you meet all qualification/eligibility requirements on the Vacancy Announcement?
No	ote: Only eligible/qualified candidates are considered.
	Have you addressed each qualification/eligibility requirement on your application form (DS-174), with specific and comprehensive information/document supporting each requirement?
	Under the 'Work Experience' portion of the DS-174, have you specified <u>the position title and the start and end dates (month/day/year)</u> of each previous/current job? Have you described major duties, responsibilities and accomplishments of each job?
	Submit your application by the closing date on the vacancy announcement, to the Human Resources Office, P.O. Box 817, Yaounde, Cameroon <u>OR</u> via Email at <u>ydeapplicants@state.gov</u> (make sure indicate the title of the position on the "subject" line, and attach "WORD" or "PDF" files only).

The U.S. Embassy Yaounde can only accept applications for current vacancies; unsolicited applications are <u>not</u> accepted. If you wish to be considered for multiple vacancies, you must apply for each separately.

For additional information related to job applications, please contact the Human Resources Office of the U.S. Embassy in Yaounde.

Tel: 2222-01500 Ext: 4236 or 4006 Email: ydeapplicants@state.gov